



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA
INDIAN HEALTH SERVICE**



VACANCY ANNOUNCEMENT

FD-08-110

OPENING DATE

10-20-08

CLOSING DATE

10-31-08

POSITION

Utility Systems Repairer Operator

LOCATION AND DUTY STATION

Facility Maintenance Department
Fort Defiance Indian Hospital
Fort Defiance, AZ

GRADE/SALARY

WG-4742-09, \$22.34 per hour
WG-4742-10, \$23.84 per hour

NUMBER OF VACANCIES

One (1) Vacancy PCN: FD1426

APPOINTMENT: Permanent

WORK SCHEDULE: Full Time**

AREA OF CONSIDERATION: Navajo Area Wide

SUPERVISORY/MANAGERIAL: NO

PROMOTION POTENTIAL: Yes, WG-10

HOUSING: PRIVATE HOUSING ONLY

TRAVEL/MOVING: NO EXPENSES PAID

*****Will require rotating shift work; including nights, weekends and holidays. Will be subject to call-back duty.***

DUTIES: Observes instruments and maintains records of pressures and temperatures located throughout the flow process system, visually checks equipment/systems to see that it is operating properly. Studies and evaluates readings on a continuing basis to detect malfunctions in the flow process. Manipulates appropriate controls to maintain temperature, pressure, flow rates and process liquid levels; performs scheduled maintenance and routine or emergency minor repairs on mechanical equipment including cleaning, oiling and lubrication of components, repairing of pumps, valves, heat exchangers and other components of the various systems; monitors pH, alkalinity, hardness, and conductivity by periodic testing adjusting the components parts to control the system. Procedures include establishing testing conditions, removing and cleaning electrodes, comparing instruments readings with electrodes immersed in standard buffer solutions, balancing instruments after observing testing reactions, replacing malfunctioning electrodes. Prepares effluent samples employing standard laboratory techniques and prepares chemical mixtures for introduction into process fluids; carries out the maintenance function of chemical cleaning of process piping and heat exchangers. Installs, trouble-shoots, and repairs heating units/system in boilers which transfers high-temperature water to provide heat for buildings and power for the operation of facilities. The system include diesel/natural gas fired boilers, a variety of complex auxiliary components, automatic controls, circulating systems, super heaters, pre-heaters, converters, pumps, piping, etc.. Inspects, adjusts, and replaces/repairs thermostats, switches, fuel cut-off apparatus, burners, stockers, fuel feed, etc. Removes assemblies and reassembles after cleaning filters, strainers, ignition electrodes, adjusting dampers, etc. Reads and interprets blueprints and technical manuals to understand the functions of parts/systems, plan and lay out work, and aid in finding faulty parts/system. Determines the order of assembling parts, repair techniques, adjustment/calibration techniques, and what tools/equipments are needed. Operates, maintains, modifies, repairs, and troubleshoots refrigeration and air conditioning equipment for the hospital. Attends pneumatic, electric, and electronic controls, including microcomputer control equipment that operates standard electric driven compressors,

POSITION LOCATED IN A TOACCO FREE ENVIRONMENT.



centrifugal absorption chillers, cooling towers, circulating pumps, steam humidifiers, emergency power generators and auxiliary equipment. Records hourly readings from a variety of gauges and meters. Tests water for chemical and physical parameters such as acidity, alkalinity, causticity, dissolved solids. Adjusts chemical treatment to maintain operating limits, and draws samples for special analysis. Installs, repairs, maintains, and/or replaces regular and high pressure piping system for power boiler, major air conditioning system, and medical gas systems. Checks systems for leaks and defects in equipment. Troubleshoots and analyzes defects. Plans and lays out the work utilizing blue prints or lays-out sketches when provided; determines tools required and estimates necessary materials such as pipe, fittings, etc., in the sizes types, or lengths needed. Works on steam, hot water and fuels/gas lines, valves, radiators, storage and condensate tanks, steam traps, control valves, fittings, expansion joints, etc. Operates the Metasys, the environmental monitoring and controls system console, and its major components including devices such as digital computer/monitor, printers, and computer generated graphics, and provides the monitoring, and surveillance; high and low pressure steam boilers and distribution systems; chilled water plants; and facility environmental systems including heating, ventilation and air conditioning, and lighting systems. Maintains surveillance of the computerized system control to detect off-normal conditions and alarms. Using knowledge of utility systems, engineering designs and specifications, and system generated graphics, interprets the information produced by the system to determine the point or points in alarm/nature of the problem, and takes necessary actions to correct or neutralize the alarm conditions. Checks parameter readouts to determine if overall system or individuals equipment components are operation properly. Using technical data and special test equipment, performs tests on components to insure correct operation. Collects and maintains utility system outage and performance data from connected systems and assists in data analysis and interpretation such as energy profiles and usage, equipment usage and failures, and maintenance and economic data. Initiates maintenance, repair, modification and equipment replacement based on system operational analysis of data received in the alarms, system readouts and logging trends. Performs standard operator preventive and operational maintenance on boiler equipment and machinery. Performs scheduled and emergency maintenance and repairs of limited to moderate complexity on mechanical parts and systems, and performs basic electrical repairs. Makes manual and mechanical checks. Following safety instructions and codes, repairs, replaces, and maintains bearings, oil and water seals, pilots, burners, valves, seals, belts, controls and other items of similar complexity. Submits order/requisitions for repair parts. Cleans and paints machinery and equipment as needed/assigned. Other related duties not specifically described in the position description may be required to be performed.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC QUALIFICATIONS: The Supplemental Experience Statement attached to this announcement has been prepared as an aid in preparing your knowledge skills, and abilities related to the job elements for this position. Failure to submit supplemental experience statement may result in not receiving proper credit for their experience.

- Element A: Ability to do the work of Utility Systems Repairer/Operator without more than normal supervision. (Screen Out)***
- Element B: Knowledge of equipment, assembly, installation, repairs, etc.***
- Element C: Technical Practices (Theoretical, Precise, Artistic).***
- Element D: Use of measuring instruments.***
- Element E: Ability to interpret instructions, specifications, etc., includes blueprint reading.***
- Element F: Ability to use and maintain tools and equipment.***
- Element G: Knowledge of materials.***

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

OTHER SIGNIFICANT FACTORS: Incumbent is required to drive Government vehicles, therefore; **it is required to possess a valid state driver's license.**

PHYSICAL DEMANDS: Duty is performed in and around boilers, chillers, cooling towers condensate system and auxiliary equipment pollution control equipment. Work normally requires moderate to strenuous effort and long periods of walking and climbing stairs and ladders, standing, climbing, bending and crouching. Frequently lifts and carries heavy parts, drums, and supplies weighing up to 50 pounds unassisted.

CONDITION OF EMPLOYMENT: Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to OPM Handbook X-118C Qualification Standard, Series **WG-4742** for complete information. Substitution of education for experience will be made in accordance with those standards.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Federal Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their application whether their application is submitted under the IHS Excepted Service Examining Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice returned on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; OR
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 or Title 5 United States Code.
2. Be applying for position as or below the grade level of the position from which you have been separated. The position at or below must not have a greater promotion potential than the position from which you are separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc)
6. Be rated well qualified (a score of 80 on a rating scale of 70 to 100) for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

NOTE: The *Declaration for Federal Employment (OF-306)* and *IHS Addendum to the OF-306, Declaration for Federal Employment* must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of these two questions on the *Addendum* can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

HOW & WHERE TO APPLY: All applicants must submit *ONE* of the following to the Fort Defiance Indian Hospital, Personnel Department, P. O. Box 649, Fort Defiance, AZ 86515, by close of business (5:00 p.m.) on the closing date. For more information contact: Linda DeWolfe, HR Specialist at (928) 729-8255.

1. OF-612, Optional Application for Federal Employment; **OR**
2. Resume; **or**,
3. Other written application formats plus college transcripts, a copy of your most recent performance appraisal any other necessary documentation pertinent to the position being filled.

A copy of an Official Bureau of Indian Affairs “Verification of Indian Preference for Employment in BIA and IHS Form 4432”, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. ***SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.***

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10- point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. Work Experience (Paid and Non-Paid): Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training, and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than this, the IHS is an Equal Opportunity Employer.

VETERAN'S PREFERENCE: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System. Submit a copy of the registration to verify compliance.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Human Resource Clearance

Date

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – **FD-08-110**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR XEROX REQUESTS. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

Electronic or Faxed application and documents will not be accepted.

Applications mailed using government postage or through an internal government mail system will not be considered.

SUPPLEMENTAL EXPERIENCE STATEMENT
(To accompany OF-612/Resume, Personal Qualifications Statement)

Utility System Repairer Operator, WG-4742-09/10

NAME: (*Mr., Mrs., Miss*) _____ **BIRTH DATE:** _____
(First, Middle, Maiden (if applicable), Last) (Month, Day, Year)

NOTE TO APPLICANTS: Use Columns II and III to answer questions to Column I. Use additional plain sheets of paper, if needed.

COLUMN I	COLUMN II Indicate Job Number or Experience block from OF-612/Resume to which this refers.	COLUMN III In this column, write your answers (in narrative form) to the questions in Column I. For education, include formal school, trade school, military classes, etc.; state subjects & grades, tell experience applicable to the position, paid or non-paid, part or full-time & hobbies appropriate to the job.
<p>1. <u>Ability to do the work of a utility systems repairer/operator without more than normal supervision (Screen Out).</u> Tell about experience you have had that shows you can work on the basis of your own judgment. Show the kinds of work you can do by yourself, without the help of a leader or supervisor. What responsibilities have you been given on jobs, in the Armed Forces, or in your community?</p>		

SUPPLEMENT EXPERIENCE STATEMENT

Utility System Repairer Operator, WG-4742-09/10

Page 2

COLUMN I	COLUMN II	COLUMN III
<p>2. <u>Knowledge of equipment, assembly, installation, repair, etc.</u> List the kinds of equipment you had to assemble, make, install, test, repair, etc., and show type and size of equipment, and where you worked with each. Write the number of each statement below that applies to your experience, and give examples of work you did.</p> <p>1. Work with units, components, accessories (specify units, etc.). 2. Work on complete systems (Specify system or systems). 3. Assemble, disassemble. 4. Install, test. 5. Maintain, repair. 6. Troubleshoot. 7. Calibrate for accuracy. 8. Modify, design. 9. Considered an expert, called on to do unusual jobs (Explain).</p>		

SUPPLEMENT EXPERIENCE STATEMENT

Utility System Repairer Operator, WG-4742-09/10

Page 3

COLUMN I	COLUMN II	COLUMN III
<p>3. <u>Technical Practices (Theoretical, precise, artistic).</u> Ability to do the theoretical, precise, and/or artistic work applies to a wide variety of skilled occupations. Examples: Understanding theory or technical principles of the job; experience in new and up-to-date trade practices; work requiring precise timing, accurate dimensions, precise fit, etc</p> <p>4. <u>Use of measuring instruments.</u> Ability to use measuring instruments appropriate to the line of work such as micrometers, dial indicators, optical comparators, protractors, combination squares, dynamic balancers, dividers, templates, precision blocks, millimoltmeters with shuns, frequency meters, bridges, oscilloscopes.</p>		

SUPPLEMENT EXPERIENCE STATEMENT

Utility System Repairer Operator, WG-4742-09/10

Page 4

COLUMN I	COLUMN II	COLUMN III
<p>5. <u>Ability to interpret instructions, specification, etc., includes blueprint reading.</u> For each of the following types of instructions you can follow, write the job number or other item number to show where you had to follow them:</p> <p>-Oral directions from your supervisor or other person (tell from whom); hand or mechanical signals. -Written directions from your supervisor and work orders. -Requests, complaints, etc. received from customers, engineers, technicians, scientists, or the public (tell from whom). -Manufacturers' guides, catalogues, technical manuals, bulletins, and codes (list titles). -Drawings, blueprints, charts, and maps.</p>		

SUPPLEMENT EXPERIENCE STATEMENT
Utility System Repairer Operator, WG-4742-09/10

COLUMN I	COLUMN II	COLUMN III
<p>6. <u>Ability to use and maintain tools and equipment.</u> List the tools and equipment you can use, and tell where you used them. For each one you list, write the number of each statement that describes your training and experience. Give examples of the more difficult work you have done with it:</p> <ol style="list-style-type: none"> 1. Used it on rough or routine work. 2. Used it on fine work, or in unusual or in difficult site or location (give details, including tolerance, if any). 3. Maintained, sharpened, adjusted, etc. (Give details). 		
<p>7. <u>Knowledge of Materials.</u> List the kinds of material which you have not described before but which you had to know about (hardware, plastics, chemicals, lumber, paints, glass metals, conductors, leather, cloth, etc.). Write the job numbers or other item numbers to show where you used each.</p>		

SUPPLEMENT EXPERIENCE STATEMENT

Utility System Repairer Operator, WG-4742-09/10

Page 6

COLUMN I	COLUMN II	COLUMN III
<p><u>CONTINUE #7:</u> For each type of material, write the number of each statement that shows your ability. Give examples to show how you used your knowledge.</p> <ol style="list-style-type: none">1. Have used when material, operations, etc., for a particular job were chosen for me.2. Have selected material, planned operations, etc., on the basis of specifications.3. Have selected materials, planned operations, etc., on the basis of my own judgment and experience.4. Have substituted material properly.5. Have checked or tested material (explain how and for what purpose).6. Have been consulted for advice on use of material (tell by whom).		

After completing this form, look it over carefully to make sure that you have signed it and answered all questions. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

STATEMENTS CONCERNING QUALIFICATIONS MAY BE VERIFIED BY THE OFFICE OF PERSONNEL MANAGEMENT, EXAGGERATION OR MISSTATEMENTS MAY BE CAUSE FOR YOUR DISQUALIFICATION OR LATER REMOVAL FROM THE SERVICE.

CERTIFICATION

I CERTIFY that all of the statements made are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant:_____ ***Date:***_____